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Re: Purchasing Service Credit: Massachusetts Substitute, Temporary or Part-time Teaching or Tutoring Service

Dear Member:

We have received your inquiry about purchasing credit for your substitute, temporary, part-time or tutoring service. For your reference, we are sending you specific information about this type of service credit and the steps that you—and we—must take in order to complete the service purchase process. If you have any questions along the way, please don't hesitate to contact our office.

ABOUT SUBSTITUTE, TEMPORARY, PART-TIME TEACHING OR TUTORING SERVICE CREDIT

- **Substitute, temporary, part-time teaching or tutoring service:** You may purchase credit for service rendered as a substitute, temporary or part-time teacher or tutor in a Massachusetts public school outside the City of Boston or in any charter school in Massachusetts. Please note:
 - Service rendered as a "consultant" in a school district, or as an "03" employee with the Commonwealth of Massachusetts, is **not** eligible for purchase.
 - All service that is considered "non-membership" service will be credited on a proportional basis. If you worked in a 40 percent position, you will receive 40 percent credit upon payment for the service. "Non-membership" service is all service that did not require membership in the MTRS.
 - Credit for day-to-day substitute service is based on the number of full days worked divided by 180 (the number of days in a standard school year).
- **Eligibility:** To be eligible for purchase, your substitute, temporary, part-time teaching or tutoring service must have been rendered prior to your becoming an active member of the Massachusetts Teachers' Retirement System.
- **Maximum time you may purchase:** There is no maximum amount. Prior to your date of retirement, you may purchase credit for all of your eligible substitute, temporary, part-time teaching or tutoring service.
- **Cost:** The cost of purchasing past service is based on what you would have paid in retirement contributions to us during that period (plus interest to date) as if you had been a member of the Massachusetts Teachers' Retirement System.
- **If you are retiring within 6 months:** If you are approaching your retirement date, please notify us so that we may process your request immediately.

STEPS FOR PURCHASING SERVICE CREDIT

- 1) **You must document your service:** For each school district in which you rendered the service you wish to purchase, you must complete our form entitled *Purchasing Creditable Service—Substitute, Temporary or Part-Time Teaching or Tutoring Service in Massachusetts* (see enclosed). You should complete Part 1 and then forward the form to the school district in which your service was rendered. The form instructs the school district to complete the rest of the form and then *return it directly to you*.
- 2) **You must report your documented service to us:** After the school district returns your form to you, please make a copy of it for your records and then submit the original form to our office. If you are purchasing service from more than one school district, please be sure to submit all of your completed forms to us in one group—this greatly facilitates our processing of your purchase.
- 3) **We must review your form and calculate the cost of your service:** After we receive your form, we will review the information and calculate how much it will cost you to purchase your service. We will then issue you an invoice.
- 4) **You must pay for your service purchase:** After you receive your invoice, you may pay the amount indicated by the date indicated, or you may decide not to purchase your service at this time and simply file the form for future reference. If you delay your purchase, however, the cost of your service will increase due to added interest charges. **Note also that in order to receive credit for your service, you must pay for your service before your effective date of retirement.**

Sincerely,
MTRB Member Services Unit